

## Waiver Slot Assignment Committee Guidance

- Confidentiality is required outside of the meeting about the following aspects of the WSAC; description of individuals, discussion that occurred, individual member ratings, group ratings and outcome and members in attendance.
- Members will be provided with guidance for determining relative urgency of need and decision making should fall within these parameters.
- Meetings will begin and end on time.
- Time frames for discussion and scoring by members should be respected for the benefit of all.
- Cell phones should be set to vibrate unless an emergency call is expected.
- Members will respect others' opinions; we can learn from one another.
- Everyone is welcome to participate in discussions, no one dominates.
- Members will avoid side conversations during the meeting.
- The appointed WSAC meeting facilitator will facilitate adherence within these ground rules.